

SWAAAC Loan Bank Policies (updated 8/01/07)

Please have special education director and team coordinator review the following and sign below.

- The purpose of the Loan Bank is to provide equipment for trial use by an individual prior to seeking funding. The purchaser, whether it is a third party payer, a school district or a parent, needs to have some indication of whether the purchase and use of the technology will be beneficial to the individual. Equipment may also be used by SWAAAC team members and who may need to learn to use it in order to serve a student.
- Equipment may be borrowed for six weeks (1 week for delivery and 1 week for return). A one time, two-week extension may be available if no one is waiting for the device. If a student needs the equipment for long term use, it is important to do everything possible to purchase the equipment.
- Requests for equipment must come from a SWAAAC Team Coordinator via the online "storefront" at www.swaaac.com. All requests will be honored on a first come, first serve basis. If you are having difficulty using the online resource, please contact Sarah Barthel, sarah.barthel@uchsc.edu, 303-315-1276.
- Please include all components that are needed on a single request. For example, include a communication device and a switch access kit if the individual is not able to access the equipment directly.
- Software may be installed on ONE computer at a time during the loan period. Prior to returning the software, it MUST be uninstalled. The borrower is liable for license violations if they do not uninstall it.
- Equipment MUST be returned on or before the due date. Please confirm prior to shipping that all parts (i.e. adapters, power strips, manuals) are present and in good working order and are in the original shipping container with all packing materials (Refer to the contents list included in the box). If equipment is missing or needs to be repaired, please include a note with the item that explains the problem.
- Organizations with overdue items will not be allowed to borrow additional equipment until the overdue items are returned.
- Should a device break during a loan period due to anything other than normal wear and tear, repair costs become the financial responsibility of the borrower (i.e. school district). Lost equipment also becomes the financial responsibility of the borrower.
- If something is wrong with an item, you are welcome to call tech support to help trouble shoot. However, if any actual work needs to be done, you must return the item to the SWAAAC office at ATP.
- Team Coordinators (and in some cases, Special Ed. Directors) will be notified of overdue, missing, and damaged items.

- Equipment MUST be insured for replacement value when returning by mail. We encourage you to use the courier system, free of charge. If you need instructions about how to use the courier system, please contact the SWAAAC office at ATP.
- Borrowers DO NOT have permission to trade, sell or upgrade any loan bank equipment. You are welcome to contact Assistive Technology Partners should you learn of such opportunities.

*Please remember that the Loan Bank is intended to provide individuals with access to equipment for evaluation and trial purposes. It is not intended for long-term use. At this point we do not have the funding to provide individuals with equipment for personal use. SWAAAC team members and other professionals may also access the Loan Bank to develop their skills with specific equipment.

School District _____

Note: Signed form will be kept on file for 5 years. Please contact the SWAAAC office at 800-255-3477 if there is a change in Special Ed. Director or Team Coordinator.

District Special Education Director

Date

Designated SWAAAC Team Coordinator

Date